

Vehicle Maintenance

502.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

502.1.1 PREVENTATIVE MAINTENANCE

Department vehicles are to be serviced for preventative maintenance as scheduled by Fleet Services.

It is the Unit Supervisor's responsibility to ensure that Department vehicles assigned to his or her unit are up to date with the preventative maintenance schedule.

502.2 DEFECTIVE VEHICLES

When a Department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. The employee who observes the need for repairs will notify a Supervisor immediately.

502.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

502.3 VEHICLE REFUELING

Absent emergency conditions or Supervisor approval, officers driving Department vehicles shall make reasonable efforts to return vehicles with more than one-half tank of fuel. Vehicles shall only be refueled at the authorized location(s) if available.

502.4 WASHING OF VEHICLES

Department employees are encouraged to keep Department vehicles clean at all times, and weather conditions permitting, shall be washed as necessary to enhance their appearance. Unit Supervisors shall make arrangements to have vehicles washed by an authorized car wash vendor.

Employees using a vehicle shall remove any trash or debris at the end of their use. Confidential material or contraband should never be left in the vehicle at the end of shift.